

BROADCAST 4171

DATE: March 29, 2007

TO: Local Department of Social Services Directors
Local Foster Care and Adoption Supervisors and Staff

FROM: Lynette Isbell, Acting Director, Division of Family Services
Therese Wolf, Foster Care Program Manager

SUBJECT: Implementation of House Bill 2504: National Background Checks

CONTACT: Tamara Temoney at (804) 726-7538 or tamara.temoney@dss.virginia.gov

Amendments to §63.2-901.1 of the *Code of Virginia* will change the process used by local departments of social services for requesting and receiving national background information for the prospective placements of children. Local departments will be **required** to submit all national background check requests to the Background Investigation Unit (BIU), located in Central Office under the direction of the Office of Interdepartmental Regulations.

In preparation for implementation of this background check process, local departments must identify **one** contact to serve as the liaison to the Background Investigation Unit. **All correspondence and questions from the BIU will be directed to the identified contact.** Information packets about the procedures for obtaining national background checks will be mailed to the identified contact in each local department, thus it is necessary to submit the name of the identified contact by Wednesday, April 4, 2007. The name, phone number, and local department address of the contact should be e-mailed to Tamara Temoney, Foster Care Policy Specialist, at: tamara.temoney@dss.virginia.gov .

More specific guidance regarding the implementation of this new process will be provided after the legislation has been signed into law. This should occur shortly after the April 4 meeting of the General Assembly.